



STATE-LOCAL PARTNERS 2018-2019 Grant Guidelines & Application Instructions

Deadline: May 1, 2019 11:59 PM



The mission of the California Arts Council, a state agency,
is to advance California through the arts and creativity.

Learn more at www.arts.ca.gov

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California Arts Council



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Office Hours

8:00 AM - 5:00 PM

Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: Advancing California through the arts and creativity.

Vision: The CAC envisions a California where the lives of all Californians are enriched by access to and participation in a diverse spectrum of arts and cultural experiences and the arts ecosystem reflects contributions from all of California's diverse populations.

Funding: The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Meeting dates and locations are posted at www.arts.ca.gov. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grant Process: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions. CAC staff is responsible for grant contract administration after Council approval. In dire or unexpected circumstances, CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support

STATE-LOCAL PARTNERS

2018-19 GRANT GUIDELINES

DEADLINE: May 1, 2019 11:59 PM

Apply at calartscouncil.smartsimple.com

Up to \$45,000

Grant Activity Period: 6/30/2019 – 6/29/2020



Background and Purpose

The **State-Local Partnership (SLP)** program is rooted in the California Arts Council's (CAC) vision of strong, sustained public support for the arts. It embodies the CAC's beliefs that the arts are a societal cornerstone that bring people together and build community, and that the CAC has a role to play in increasing access to the arts for Californians who live or work in areas where the arts are scarce, nonexistent, or vulnerable.

The State-Local Partnership program provides general operating support and technical assistance for county-designated **local arts agencies**. The purpose of the SLP program is to foster cultural development on the local level through a partnership between the State and the counties of California. The nature of this partnership includes funding, information exchange, cooperative activities, and leadership. The partnership enables individuals, organizations, and communities to create, present, and preserve the arts of all cultures to enrich the quality of life for all Californians.

A **local arts agency** is defined as the official county-designated organization that supports arts and cultural activity in service to individuals and communities throughout an entire county. Local arts agencies provide financial support, services, or other programming to a variety of arts organizations, individual artists, and the community as a whole. A local arts agency can be an agency of local government, a nonprofit organization, or a hybrid of the two.

SLPs serve as **Poetry Out Loud (POL)** partners and will receive additional financial support through this grant program to facilitate a Poetry Out Loud program throughout their county either through direct programming or in partnership with another local organization/agency. POL funds will not be based on panel ranking and will be in addition to the \$45,000 maximum request amount.

Eligibility

- Applicant organization must be designated by their county Board of Supervisors to serve as the State-Local Partner in the county, with the following exceptions:
 - **Multi-county Partnerships:** Partnerships that serve multiple counties may be eligible to apply. A Multi-county Partnership must be designated as the SLP by the county Board of Supervisors in all counties represented. Funding is prorated based on the number of counties in the partnership. Regional partnership applicants must give evidence of service and program equity to all participating counties.

- **Cities:** Currently two cities, Los Angeles and San Diego, participate in the State-Local Partnership program due to their population size. Additional cities are not eligible to apply. New applicants must serve a county or a partnership of counties.
- The applicant must be a California-based nonprofit arts organization or arts-based unit of government.
- All applicant organizations must be consistently engaged in arts programs and/or services for two years prior to the application deadline.
- All applicant organizations must have a principal place of business in California.
- The applicant must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government, including California Native or Indigenous tribal governments.
 - **Fiscal Sponsors:** An applicant without nonprofit status may use a California-based Fiscal Sponsor with a federal 501(c)(3) designation to conduct work on a not-for-profit project. The Fiscal Sponsor will provide the fiscal and administrative services needed to complete the grant. **If a grant is awarded, the Fiscal Sponsor becomes the legal contractor.** The Fiscal Sponsor must also demonstrate consistent arts services or programming in California for a minimum of two years prior to the application deadline. See additional information on the use of [CAC Fiscal Sponsors](#).
 - Applicants using Fiscal Sponsors must submit all required materials for the Fiscal Sponsor at the time of application.
- Statewide and Regional Network (SRN) grantees may not apply for SLP support, with the exception of an SRN serving as a Fiscal Sponsor for a distinct countywide local arts agency that is not supported by the CAC through the SRN program.
- All applicants must submit all required application materials and information at the time of submission. Incomplete applications are ineligible and will not be reviewed by the panel. Please see Application Instructions for all required materials and information.
 - For all programs that require a CAC DataArts Funder Report, two years of data must be included in DataArts profile and report.

Program Goals

The goals of the State-Local Partnership grant program are to:

- Support the work of local arts agencies in fostering the countywide arts and cultural ecosystem.
- Provide funds to address priorities identified at the local level in alignment with SLP program requirements.
- Promote equity in programming and services for communities, cultures, and creative practices throughout each county with a designated SLP.
- Serve every county in the state through a designated State-Local Partner in each county.

Program Requirements

- The applicant must complete a proposal addressing the program's purpose by May 31, 2020. All activities to be funded by the CAC must occur within the Grant Activity Period (see Timeline).
- Proposals must address how the applicant organization:
 - Provides access to diverse art forms that facilitate public participation
 - Offers programs and services that include and support the cultural diversity and traditional arts of the entire county
 - Facilitates a countywide Poetry Out Loud program in partnership with the California Arts Council through either direct programming or in partnership with another local organization/agency
- Proposals should explain how the applicant organization achieves at least two of following local arts agency activities or services:
 - Engage in community development through the arts, or contribute to creative placemaking activities
 - Conduct cultural assessment and planning that encourages input from community members
 - Foster local and regional partnerships and collaboration through convenings or other means
 - Provide stewardship of a community's art collection(s)
 - Engage in programs that promote arts advocacy efforts at the local, state, or national level
 - Provide and/or support arts learning (preK-12, adult education, creative aging, etc.)
 - Manage a public art program
 - Produce or present programs such as festivals, community theatre, concerts, literary events, workshops, etc.
 - Grant or provide financial support to cultural organizations or artists
 - Facilitate economic development efforts that support the creative economy through arts industries
 - Manage one or more cultural facilities in the county
 - Provide public relations or marketing services for SLP arts programs and/or services, and for other arts and cultural activities in the county
- **Accessibility:** The CAC is committed to making the arts accessible and inclusive for all Californians. All CAC-funded programs, services, information, and buildings and facilities where funded activities take place must be accessible. Please see Page 3: Requirements for more information.

SLP Grantee Responsibilities

Funding for general operating support is awarded as a contract between the SLP grantee and the California Arts Council. SLP grantees will be expected to:

- Maintain an accessible public office operated by, at minimum, a part-time staff member. *In unique situations, exceptions can be made.*
- Attend CAC convening(s) (if applicable).

- Host meetings for the CAC as needed.
- Oversee the Poetry Out Loud program implementation on the county level.
- Promote CAC grant opportunities, workshops, and other resources to county constituents.
- Participate in cooperative information gathering and programming when deemed to be mutually beneficial by both the CAC and the local arts agency.
- Participate in program evaluation (if applicable).

Eligible Request Amounts

- Applicant organizations can request up to \$45,000.
- The total request for the State-Local Partnership program cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year, as it appears in the DataArts Funder Report.

Funding Restrictions

- The total of all application requests for one year of funding in FY18-19 cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year. If applying for one or more CAC grants in a grant cycle, the total amount requested cannot exceed 50% of what is reflected in the organization's Total Operating Revenue line in the DataArts Funder Report.
- Applicants to this program are not restricted from applying for and receiving additional CAC project grants.
- Neither the award nor the match may be used to supplant state-funded expenses.

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match for the SLP grant. A cash match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match. If applying for multiple CAC grants in a single fiscal year, distinct funds must be identified to meet the matching requirement for each grant application. The applicant must indicate whether matching funds are projected, pending or committed.

POL: Matching funds are not required for Poetry Out Loud funding.

In-Kind Match:

Use of in-kind contributions as a portion of the match is intended to support organizations that may not have the financial capability to provide a 1:1 cash match, but demonstrate the capacity to carry out the activities in the grant application with other sources of support. In-kind contributions are non-cash donations provided by **third parties** for which monetary value can be determined. In-kind contributions **may** be used for up to 50% of the required (1:1) match.

- In-kind contributions may be in the form of space; pro bono consultancy, training or services; supplies; and other expendable property that are given free of charge to the organizations.
- **In-kind contributions may only be provided by third parties.**

- In-kind contributions by state entities are ineligible.

In-kind contributions must be reflected as an expense in the grant application budget. Applicant organizations must accurately document and report in-kind contributions in their DataArts Funder Report. See additional information on [CAC In-kind Contributions](#).

If you have any questions about in-kind contribution documentation or eligibility, please contact the Arts Program Specialist. See staff assistance below.

What the CAC Does Not Fund

- Individuals (as applicants)
- Hospitality or food costs
- State agencies (as applicants)
- Federal agencies (as applicants)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
- Trusts, endowment funds or investments
- Capital outlay, including construction projects or purchase of land and buildings
- Equipment
- Debt repayment
- Out-of-state travel
- Expenses incurred before the start date or after the ending date of the grant activity period
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation

Application Process

Applications will be available online through the CAC's online grants management system at calartscouncil.smartsimple.com. Only applications submitted through the system by the deadline will be accepted. More information can be found on the [Application Resources page](#) of the CAC website.

Review Criteria

The peer review panel will evaluate applications based on the following criteria:

- **Local Arts Programming, Services, and Networking:** Degree to which the organization serves as a cultural resource for individual artists, arts organizations, general public, and the broad arts ecosystem of the county. Organization

contributes to community arts development and maintains an active relationship with the county government.

- **Access and Equity:** Degree to which the organization maintains equitable practices for providing countywide access to programs, services, and resources, despite geographic, economic, disability, and racial barriers to participation. Degree to which organizational operations include equitable practices and policies. Degree to which the organization's governing body is diverse and includes countywide representation. Advances the cultural and ethnic diversity of arts and artists throughout the county.
- **Community Impact:** Demonstration of reach and depth of engagement in the county. Evidence of the creation, presentation, and/or preservation of arts and cultural practices represented in the county. Programs and services respond to community needs, values, and priorities. Execution and evaluation of programs and services involve significant community participation. Creative process for programs and services reflects community standards.
- **Management and Leadership:** Ability of applicant organization to fulfill programs and services identified in proposal in a sustainable manner. Evidence of strategies to strengthen organizational capacity, diversity of revenue sources, appropriate staff leadership and compensation for staff, effective governance policies and organizational structure. Overall fiscal and managerial health of applicant is evident.

Peer Panel Evaluation and Ranking Process

The panel's review of applications and work samples is a multi-step process and involves assigning numerical ranks (1-6) to an application. Panelists' ranks are averaged to obtain the final score. Final ranking and funding allocations may be made according to the first decimal place within each rank as necessary.

For each of the rankings listed below, the description refers to the complete content of the application as submitted by the applicant.

6	Exemplary	Meets all of the review criteria to the highest degree possible
5	Strong	Meets all of the review criteria in a significant manner
4	Good	Meets all of the review criteria to some extent; however, areas of the application need improvement, development, or clarification
3	Marginal	Does not meet the majority of the review criteria in a significant manner
2	Weak	Significant inadequacies in addressing review criteria; proposals that do not meet the program requirements or goals
1	Ineligible	Incomplete applications, applications that do not meet eligibility criteria. Former grantee organizations not in compliance with CAC grant requirements.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. After receiving and reviewing the peer panel's ranking recommendations, the Council will consider the panel's recommendations and make final funding decisions at a public meeting.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the peer review panel.

Depending on the amount of funds available and the number of applicants, the Council will decide which ranks receive funding, and for what percentage of the applicant's request amount.

Should a grant award be made for an amount less than the request amount, the applicant will be required to agree to complete what is described in the application with a lesser grant award than the original request in the grant contract. CAC staff is responsible for grant contract administration after Council approval.

Timeline

May 1, 2019 11:59 PM	Application deadline (online)
June 2019	Funding decisions
June 2019	Funding notifications
June 30, 2019 – June 29, 2020	Grant Activity Period
June 30, 2020	Final Report deadline

*There may be an extension and/or renewal process for this grant for one or more years.

Grantee Requirements

Grantees must comply with all requirements as stipulated in the grant agreement including but not limited to the following:

- Grantees are required to carry out activities consistent with the application approved for funding. Requests to make changes to funded activities require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis; approval is not guaranteed.
- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include—with your approved grant agreement—photocopies of signed letters that you have sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use the CAC logo on all printed, electronic materials and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *“This activity is funded in part by the California Arts Council, a state agency.”*

- Reports summarizing grant-funded activities and accomplishments will be required.

Appeal Process

Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel's assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Staff Assistance

CAC staff is available to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. People who are Deaf, Hard of Hearing, have difficulty speaking, or who are Deaf Blind may dial 711 to reach the California Relay Service (CRS). Large print is available upon request.

New applicants to this program are highly encouraged to contact the Program Specialist to confirm eligibility before starting an application to this program.

Hilary Amnah, Arts Program Specialist

hilary.amnah@arts.ca.gov

(916) 322-6502

FY18-19 STATE-LOCAL PARTNERS

Grant Application Instructions



Application Instructions
DEADLINE: May 1, 2019 by 11:59 PM

New applicants to this program are highly encouraged to contact the Program Specialist to confirm eligibility before starting an application to this program.

All grant applications must be submitted in the California Arts Council online grants management system, calartscouncil.smartsimple.com.

Please refer to [CAC Registration Information](#) for additional guidance.

Please have the following information and documentation prepared prior to beginning your registration:

- Applicant Organization Federal EIN (or that of Fiscal Sponsor, if applicable)
- Applicant Organization DUNS Number (or that of Fiscal Sponsor, if applicable), obtainable from the [Dun and Bradstreet Request Service](#) website
- Applicant Organization contact information, including business address, mailing address (if different), county name, phone and fax number (if available), and website
- Number of years Applicant Organization has engaged in arts programming
- Year Applicant Organization began arts programs and/or services
- Organizational mission statement and purpose
- Brief summary of Applicant Organization's core programs and services

Application Checklist:

Required Support Materials:

- **Work Sample Materials:** Provide up to three different samples of materials generated within the past two years that best portray your organization, its arts programming and/or arts services. These may include marketing collateral such as flyers, brochures, and newsletters, as well as programs, reviews, etc.
- **Provide a current list of Board of Directors, Commissioners, Committee, or other appropriate members of your governing body.** For each individual, provide name; expertise; role on governing body; professional affiliations; city of residence; county of residence.
- **Local Government Resolution:** Attach your current resolution from the Board of Supervisors with the application. If it does not include the SLP Grant Activity Period, a new resolution will need to be submitted prior to being eligible for funding.

- Strategic Plan - Executive Summary: Provide the executive summary for your organization's current strategic plan. If a current strategic plan is not in place, describe any existing policies and/or procedures, and timeline for developing a strategic plan.
- Letters of Support: Please provide up to two signed letters from key stakeholders, partners, or collaborators. Letters should substantiate the quality of the organization, its programs and services, and affirm the organization's impact on its constituents.
- List of Grantees (if applicable): Provide a list of current grantees, if applicable. For each grantee, provide the following: organization name; award amount; project description; city of operation.
- SMU DataArts Funder Report: The California Arts Council requires all applicants to complete two Cultural Data Profiles (CDP) through SMU DataArts (formerly the Cultural Data Project) and generate a Funder Report to include with their application. The Funder Report will be used to assess your organization's fiscal health and activities. You will need two years of financial and programmatic data to fill out your CDPs. To complete this part of your submission, log in to the [SMU DataArts](#) website. See DataArts Instructions below for step-by-step instructions.
- Payee Data Record (STD 204)

Required Support Materials for Fiscally Sponsored Applications:

- Legal name of Fiscal Sponsor Organization
- Fiscal Sponsor Organization Federal EIN
- Fiscal Sponsor Organization DUNS Number
- Fiscal Sponsor Organization executive leader's name, phone number, and email
- Fiscal Sponsor Organization mailing address
- Number of years the Fiscal Sponsor Organization has been engaged in arts programming and/or services
- A brief description of the history of the Fiscal Sponsor Organization's arts programming and/or services
- An IRS 990, 990-EZ or 990-PF form for the Fiscal Sponsor Organization; no other types of 990 forms will be accepted
- A Letter of Agreement between the Applicant Organization and the Fiscal Sponsor Organization confirming their understanding of and compliance with the [CAC Fiscal Sponsor Policy](#)
- Payee Data Record (STD 204)

Please refer to the [CAC Fiscal Sponsor Policy](#) for additional information.

Application Questions:

The following questions will be asked on the application:

Narrative Questions:

- For the county or counties served by your local arts agency, briefly describe:

- geographic characteristics
- demographic characteristics
- economic base
- cultural diversity
- creative community
- any other cultural identifiers *(2000 characters)*
- Timeline: All activities to be funded by this CAC grant must occur within the stated Grant Activity Period of June 30, 2019 to June 29, 2020. Provide a brief timeline for activities that will occur within the Grant Activity Period. *(1500 characters)*
- Describe your local arts agency's public office, operating hours, and staffing structure. *(1000 characters)*
- Describe the arts and cultural priorities of your county, including how your local arts agency has collected input from county residents to identify these priorities, and how your local arts agency is addressing these priorities. *(2000 characters)*
- Describe the programs and services your local arts agency offers that include and support the cultural diversity and traditional arts of the county or counties *(2000 characters)*
- Please select all of the following programs and services provided by your local arts agency. You must select at least two. Please provide a detailed description of all of the programs and services selected. *(3500 characters)*
 - Engage in community development through the arts, or contribute to creative placemaking activities
 - Conduct cultural assessment and planning that encourages input from community members
 - Foster local and regional partnerships and collaboration through convenings or other means
 - Provide stewardship of a community's art collection(s)
 - Engage in programs that promote arts advocacy efforts at the local, state, or national level
 - Provide and/or support arts learning (preK-12, adult education, creative aging, etc.)
 - Manage a public art program
 - Produce or present programs such as festivals, community theatre, concerts, literary events, workshops, etc.
 - Grant or provide financial support to cultural organizations or artists
 - Facilitate economic development efforts that support the creative economy through arts industries
 - Manage one or more cultural facilities in the county
 - Provide public relations or marketing services for SLP arts programs and/or services, and for other arts and cultural activities in the county
- If applicable, describe any other programs and services your local arts agency provides for your county or counties not mentioned in previous questions. Include how these programs/services provide access to diverse art forms and facilitate public participation. *(1500 characters)*

- Describe how your local arts agency promotes equity in programming and services for communities, cultures, and creative practices throughout the county(ies) you serve. *(2000 characters)*
- Describe your local arts agency's implementation plan for the Poetry Out Loud program. If designating another organization to implement the program, please describe the process for selecting that organization, and their implementation plan. *(1500 characters)*
- Provide brief bios for key individuals involved with administration of your organization. Provide name, title and description of role within the organization.
- Describe efforts to ensure accessibility and inclusion. Consider both personnel and participants, where applicable. *(1500 characters)*

Matching Funds Table:

You will be required to fill out a Match Source table, indicating sources and status of all matching funds (i.e., Projected, Pending, Confirmed).

SMU DataArts Instructions:

Follow these instructions to complete a Cultural Data Profile (CDP) and Funder Report:

1. Go to the SMU DataArts website and use the orange login button to access your DataArts account. If your organization does not yet have a SMU DataArts account, choose the "Create an account" link to register.
2. Create and complete two CDPs, one for each fiscal year. Enter data using your board-approved financial audit/review or year-end financial statements.
 - a. If your organization is not audited/reviewed, enter data using your board-approved, year-end financial statements.
 - b. If your organization is an arts program/department within a larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a [parent organization](#) when selecting your organization type on the Customize Your Survey screen.
 - c. DO NOT enter project budgets, budgets for future years, or incomplete or not-yet-approved audits/reviews/financial statements.
3. Some errors may be triggered as you enter financial data, and you will be able to review and resolve them as you work on your survey. Select the "Check and Complete" button to run a final, comprehensive error check when you are finished entering data, and correct any errors that may arise at that time. If you need assistance, call the SMU DataArts Support Center at 1-877-707-3282.
4. After you have finished entering and completing your two fiscal year surveys, you will then use your CDP data to generate a Funder Report to be included with your application materials.
 - a. Go to Funder Reports and Grants and search for California Arts Council. Find the grant program which you will apply to, select the "View"

dropdown, then “Submit Data” to share your data with California Arts Council. A PDF Funder Report will then generate. **Once you have run your report from SMU DataArts, download, save, then upload your Funder Report below.** You can also find a video of step-by-step instructions [here](#).

Applicant Organizations should direct questions concerning the CDP or Funder Report to:

SMU DataArts Support Center:

Toll Free: (877) 707-3282

Email: help@culturaldata.org

The Support Center is available Monday – Friday from 6:00 AM to 5:00 PM PST.

SMU DataArts website: <https://culturaldata.org>

Application Assessment:

Panelists may consider any aspect of an application when ranking for each review criteria below.

- Local Arts Programming, Services, and Networking
- Access and Equity
- Community Impact
- Management and Leadership